

Approved

CMPC Facilities & Amenities Subcommittee
Meeting Minutes

Tuesday, August 14, 2007
Millennium Room 11
8:00 a.m.

Attendees: Jim Kottas, John Cunningham, Val Wormell
Kate Hollister absent

Call to Order: 8:05 a.m.

I. Consent Agenda

There were no additions to the agenda.

II. Approval of Minutes

Wormell made a motion to approve the 7/31/07 minutes as written and Cunningham seconded. The motion carried unanimously. Kottas amended the 8/7/07 minutes, Wormell made the motion to approve with the amendment and Cunningham seconded. The motion was unanimous.

III. Review outstanding action items

Outstanding/New Action items:

- obtain market basket town list – done (VW)
- sign up subcommittee on various Town Board's agendas – on-going (VW)
- start a comprehensive list of amenities and services, inclusive of service levels (JK/VW)
- develop list of potential adversarial groups (JC)
- create documents to be used as data gathering tools –done(JK)
- obtain a street listing with accepted roads – (VW)
- confirm meeting with Open Space & Recreation subcommittee – (JK)

IV. Develop Service Level survey

Wormell shared the Service Level survey developed by the Long Range Fiscal Planning committee to assess Town service levels. It addressed questions previously discussed by the subcommittee. The subcommittee felt it was a useful document to obtain information for CMPC purposes. Several amendments were made. Wormell will ask that the survey be sent to all department heads for completion.

Kottas updated the subcommittee on the progress of Judi Barrett, CMPC consultant in completing school and police station building inventories. Barrett was awaiting scheduling by Assistant Town Manager, but expected to have them completed by mid September. The release of the facilities, services and amenities technical paper is now expected in late September.

Kottas explained that Barrett had not specified data formats for documenting response to technical paper questions. Kottas shared a spreadsheet with the committee for discussion. The spreadsheet will be used to track and assemble responses to the technical papers. Additional work needs to be completed to fine tune the document.

V. Adjournment

Due to vacation schedules, the next meeting will be August 28th. The meeting adjourned at 9:20 a.m.